WebTADS Training Leave Planner 7/22/2003 Version 1.2

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7/22/2003

Purpose

- Provide electronic requests and approvals in WebTADS for leave.
- Leave Planner is an optional feature in WebTADS. Its use is up to the discretion of the supervisor / approver.

Reason

- Per a memo from the Agency Administrator date May 16, 2002:
 - Employees will electronically request leave
 - Supervisors will electronically approve / disapprove within 48 hours
 - 48 hours after notification of the request,
 the leave request is automatically approved

Hour Type Groups

20 hour types are included in the leave request options.

AL	FMSF
CL	FMSS
СОР	HOME
CRU	LWOP
СТИ	ML
DELU	RCTU
DMLU	RL
FFSL	SL
FMAL	TOA
FMLLW	XLV

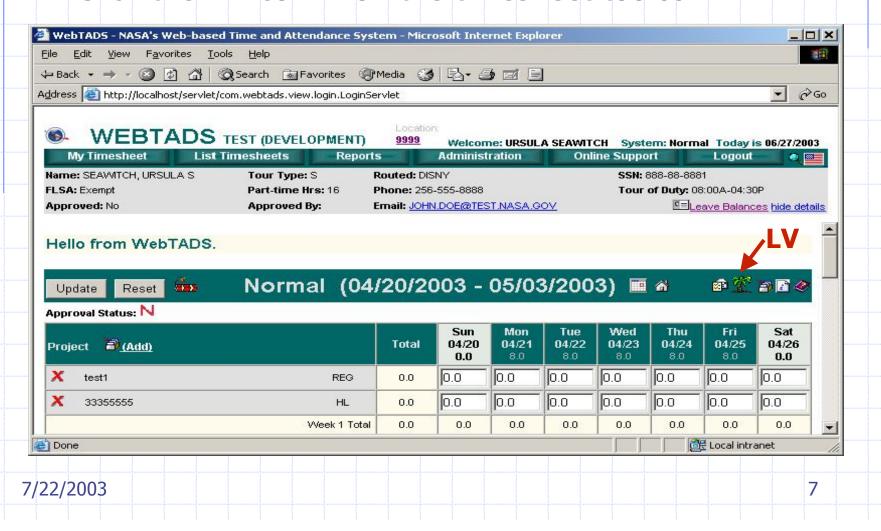
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Deadlines for Requests

- How late a request may occur
 - Request may be made "after" the time worked (in the current pay period)
 - Request may not be for a prior pay period
 - Unapproved requests will not impact the ability to approve a timesheet

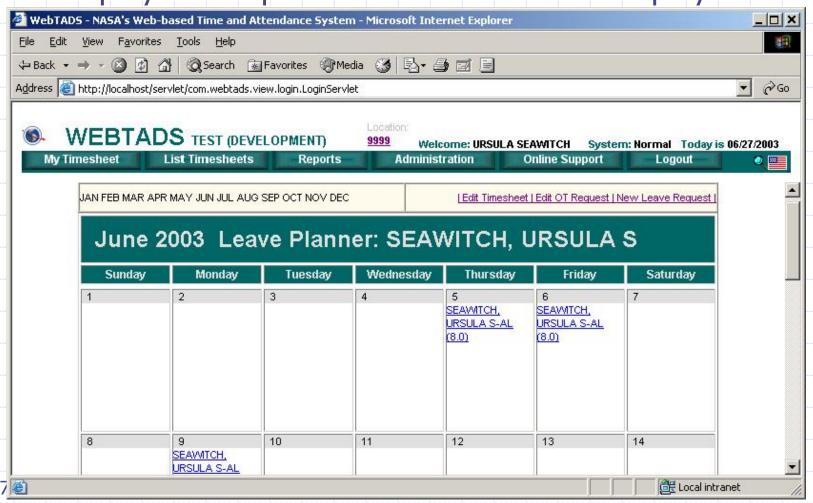
Leave Planner - Employee

Click the LV icon in on the timesheet toolbar.

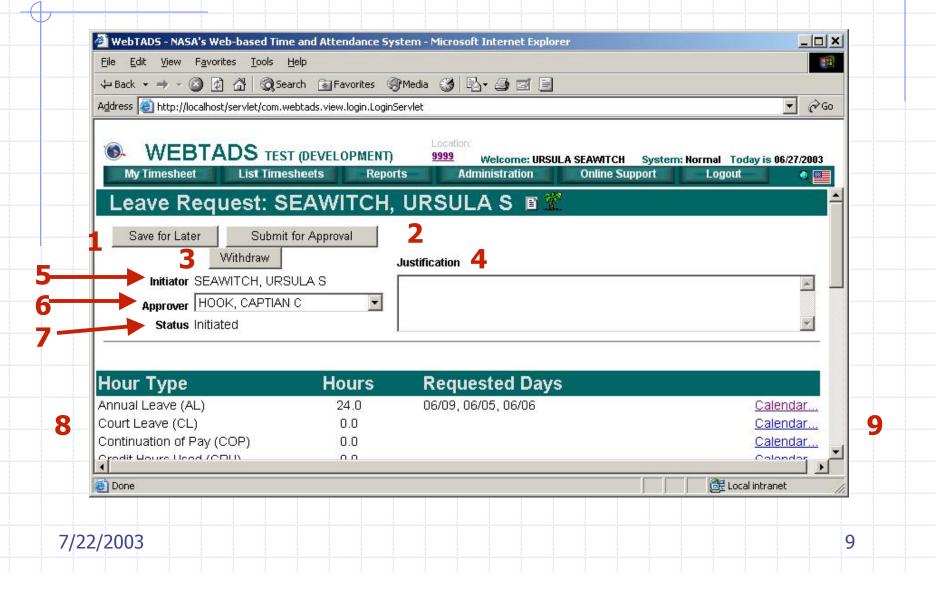


Leave Planner - Employee

Employee's requests for the month are displayed.



Leave Planner - Employee



Employee

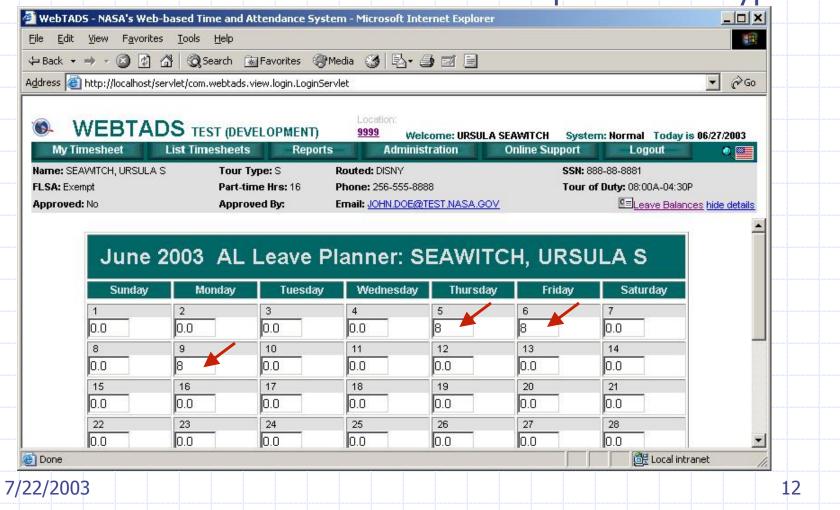
- 1. "Save for Later" saves data without submitting request to the approver.
- 2. "Submit for Approval" changes the request status and notifies the selected approver. Submitted requests may not be modified.
- 3. "Withdraw" removes request from leave planner.
- 4. Justification is required. Request may not be submitted without one.

Employee

- 5. Initiator person that creates the request
- 6. Approver list includes all users allowed to approve request for employee's organization
- Status indicates request status (e.g. Submitted, Approved, etc.)
- 8. Itemized list of all leave hour types and requested hours for the month.
- Calendar leaved is request on a monthly basis per day, per hour type

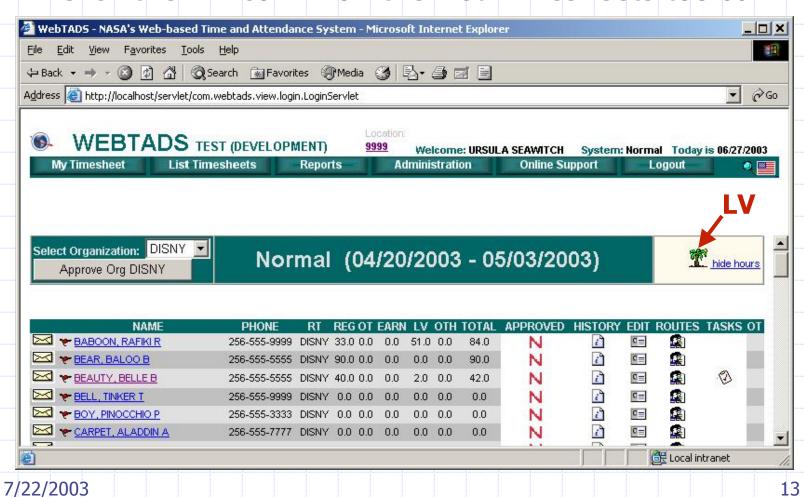
Calendar - Employee

Enter hours on the calendar for a specific hour type.



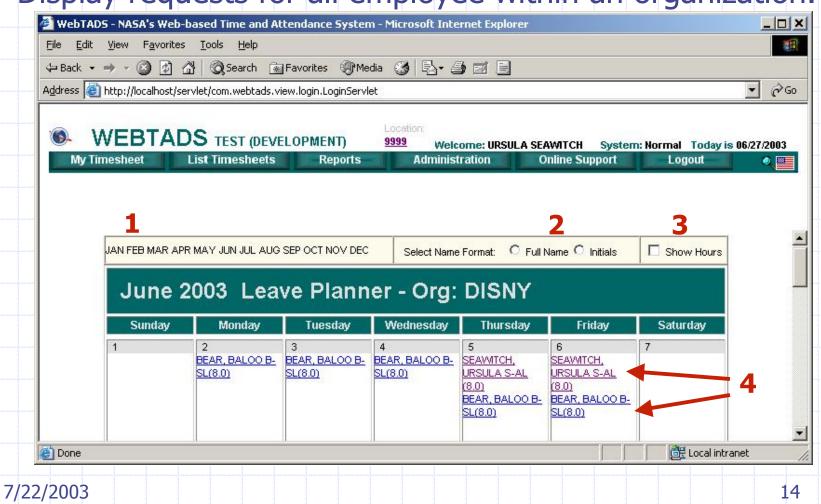
Leave Planner - Organization

Click the LV icon in on the List Timesheets toolbar.



Leave Planner - Organization

Display requests for all employee within an organization.



Leave Planner - Organization

- Monthly navigation up to 1 year in the future.
- 2. Option to display the employees full name or initials.
- Option to display the requested hours and hour type next to the employee's name.
- 4. Displays all employees within the org requesting leave on a daily basis.

Approver

A request is routed to a single request approver.

The approver is selected from the timesheet approver list.

 Use of the leave planner is up to the discretion of the approver.

Approve / Disapprove

- Approvers have the option to "Approve" or "Disapprove" a request at any time.
- Approved request may be disapproved (and vice versa).
- Disapproved and Expired requests appear at the bottom of the leave planner for the requested month(s).

48 Hour Approval Rule

 Lack of action from an Approver will result in submitted requests automatically be approved after 48 hours.

■ 48 hours = 2 business days

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Reference Documents

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WebTADS Online Support provides additional documentation.

